

1J. Youth Education Director Job Description
Plymouth Congregational Church

CHRISTIAN EDUCATION PROGRAMS FOR CHILDREN

Sunday morning responsibilities - (4/wk)

- Greet and register visitors
- Check on classes, teachers, & supplies; troubleshoot as needed
- SS registration, class rosters and attendance records
- Video or photos as needed
- Space and equipment set up
- Recognition/thanks to workshop teachers

Preschool Class – (2/wk)

- Work with preschool team (volunteers provided by the Youth Education Committee) to design classroom space and recruit Sunday school teachers
- Meet with teachers to select and plan curriculum
- Order curriculum and supplies needed; ensure reimbursement for supplies purchased by teachers
- Assist teachers with coordination of special events - service projects, interaction with other classes, participation in worship
- Communication to parents and congregation regarding class news and upcoming events

K-5th grade Classes - Workshop Rotation Model

Scope & Sequence Team (2/wk) – comprised of the Youth Education Director, 1 Youth Education Committee member, 1 clergy, and 1-2 church members. The Youth Education Director will serve as the team leader and is responsible for the following.

- Form a team
- Set agenda and meeting dates
- Attend and facilitate meetings
- Work with the team to create scope and sequence documents for preschool through senior high Sunday school

Curriculum Design Team (2/wk) – comprised of the Youth Education Director, and 8-10 members that are recruited by the Youth Education committee. The intent is to provide at least 2 representatives for each workshop. The Youth Education Director will serve as the team leader and is responsible for the following:

- Set agenda and meeting dates
- Attend and facilitate meetings
- Prep for meetings - Bible study; research curriculum ideas; prepare rough outlines that include scripture references, lesson focus and overview, and some workshop ideas for month (s) being planned

Trail Guides Team (2/wk)– comprised of 1 co-leader appointed by the Youth Education Committee, the Youth Education Director and 8 volunteers recruited by the Youth Education Committee. The intent is to supply 2 Trail Guides for each age group of children and 2 substitutes. Team leadership is shared by the Youth Education appointee and the Youth Education Director, with responsibilities as follows:

- Train Trail Guides and coordinate a method for ongoing communication and support
- Serve as liaisons between Curriculum Design Team and Trail Guides

Space Design Team (1/wk) – comprised of the Youth Education Director and a resource pool of volunteers with appropriate skills and time. The Youth Education Director is the team leader and is responsible for the following:

- Address space and equipment needs for children’s programs– examples are room design, multi-media equipment, computer support, supplies
- Recruit volunteers and supervise specific projects as needed

OTHER CHILDREN’S PROGRAMS

Goodness Gorillas (.5/wk)

- Serve as primary staff contact
- Assist with integration of programming into wider church mission and outreach
- Budget oversight

OTHER STAFF RESPONSIBILITIES

- Serve as primary staff to the Youth Ed Committee (1/wk)
- Insure completion of background disclosure forms by volunteers as required and file securely (.5/wk)
- Consult with Teen Council as needed regarding education classes (1/wk)
- Attend staff, council, committee and congregational meetings as needed (3/wk)
- Manage youth education budget (1/wk)
- Work with Youth Ed committee on special events and volunteer recognition (1/wk)
- Educate congregation about youth education programs and current best practice in Christian education - ongoing
- Communication as needed – monthly YOUTH newsletter; bulletin, e-mail, church calendar updates (2/wk)
- Annual Calendar with monthly updates on website (1/wk)
- Adhere to all applicable Plymouth church policies and procedures
- Continuing Education for professional development and to remain current regarding best practice in Christian education (1/wk)
- Networking with other Christian educators for mentoring and support (1/wk)
- Annual Report and Performance Evaluation
- Obtain approval from senior minister for work schedule (average 20 hrs/wk) and vacation time; post schedule with church secretary and staff